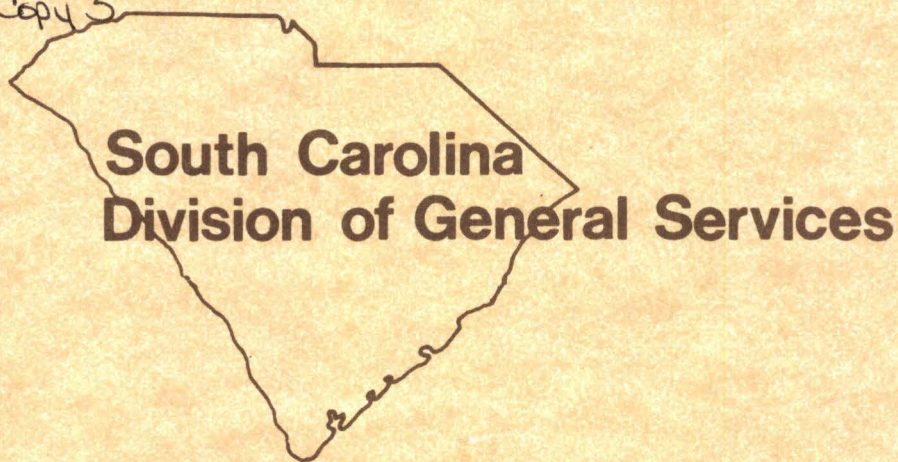


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PROCUREMENT AUDIT AND CERTIFICATION

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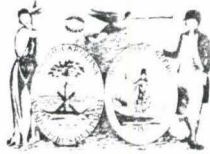
SOUTH CAROLINA
MIGRATORY WATERFOWL COMMITTEE

AGENCY

JULY 1, 1989 - MARCH 18, 1992

DATE

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

JOHN DRUMMOND
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

LUTHER F. CARTER
EXECUTIVE DIRECTOR

RICHARD W. KELLY
DIVISION DIRECTOR

MATERIALS MANAGEMENT OFFICE
1201 MAIN STREET, SUITE 600
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0600

JAMES J. FORTH, JR.
ASSISTANT DIVISION DIRECTOR

September 3, 1992

Mr. Richard W. Kelly
Director
Division of General Services
1201 Main Street, Suite 420
Columbia, South Carolina 29201

Dear Rick:

I have attached the South Carolina Migratory Waterfowl Committee procurement audit report prepared by the Office of Audit and Certification. Since the Committee did not request certification above the \$2,500 basic limit allowed by the Consolidated Procurement Code, I request that you submit the report to the Budget and Control Board as information.

Sincerely,

James J. FORTH, Jr.
Assistant Division Director

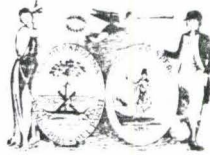
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Attachment

SOUTH CAROLINA
MIGRATORY WATERFOWL COMMITTEE
PROCUREMENT AUDIT REPORT

JULY 1, 1989 - MARCH 18, 1992

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF GENERAL SERVICES



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LUTHER F. CARTER
EXECUTIVE DIRECTOR

September 3, 1992

Mr. James J. Forth, Jr.
Assistant Division Director
Division of General Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Dear Jim:

We have examined the procurement policies and procedures of the South Carolina Migratory Waterfowl Committee for the period July 1, 1989 - March 18, 1992. As part of our examination, we studied and evaluated the system of internal control over procurement transactions to the extent we considered necessary.

The evaluation was to establish a basis for reliance upon the system of internal control to assure adherence to the Consolidated Procurement Code and State and Committee procurement policy. Additionally, the evaluation was used in determining the nature, timing and extent of other auditing procedures necessary for developing an opinion on the adequacy, efficiency and effectiveness of the procurement system.

The administration of the South Carolina Migratory Waterfowl Committee is responsible for establishing and maintaining a

system of internal control over procurement transactions. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance of the integrity of the procurement process, that affected assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and are recorded properly.

Because of inherent limitations in any system of internal control, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal control over procurement transactions, as well as our overall examination of procurement policies and procedures, were conducted with professional care. However, because of the nature of audit testing, they would not necessarily disclose all weaknesses in the system.

We noted no significant exceptions and found the South Carolina Migratory Waterfowl Committee to be in compliance with the South Carolina Consolidated Procurement Code and ensuing regulations.


R. Voight Shealy, CFE, Manager
Audit and Certification


RESULTS OF EXAMINATION AND CONCLUSION

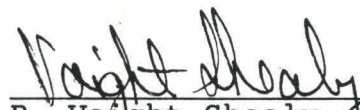
The Office of Audit and Certification performed an examination of the internal operating procedures and policies of the South Carolina Migratory Waterfowl Committee for the period July 1, 1989 through March 18, 1992. Our on-site review was conducted on March 31, 1992 and was made under the authority described in Section 11-35-1230(1) of the South Carolina Consolidated Procurement Code.

Since the Migratory Waterfowl Committee had a limited number of procurement actions during the audit period, we tested all of them.

We noted several minor exceptions which the Committee has corrected. We did not find any material weaknesses or significant exceptions.

Since the Committee has not requested additional certification, we recommend that they be allowed to procure all goods and services, consultants, construction and information technology up to the basic level of \$2,500.00 as outlined in the Procurement Code.


William A. Shealy
Compliance Analyst


R. Voight Shealy, CFE, Manager
Audit and Certification

